

Legal Assistant

The Division of TennCare has an opening for a Legal Assistant. This Legal Assistant will be a part of the State Unit of the Office of the General Counsel (OGC) and will be a member of the Estate Recovery Division.

Agency Overview

OGC is responsible for providing legal advice and counsel to the Division of TennCare. Under federal law, TennCare is required to recoup payments for nursing facility and other long term care services. The Estate Recovery Division of OGC is responsible for complying with this federal mandate by collecting money from the estates of individuals who have passed away and who have received TennCare long-term services and supports.

The Position

The Legal Assistant position will be part of a team of three attorneys, two legal assistants, and one paralegal that make up the Estate Recovery Division. The Legal Assistant will be responsible for researching estate recovery cases to help determine if they are cost effective to pursue; determining if cases qualify for various exemptions to the estate recovery process; handling inquiries from interested parties such as heirs at law, outside counsel, and county courts; and assisting attorneys as needed with various inquiries and projects.

Qualifications

Applicants for this position must have experience in the legal industry, with experience in litigation, probate, or bankruptcy law preferred. Applicants must have strong communication skills and provide excellent customer service to both internal and external clients. Applicants must also have research skills and must show great attention to detail. Applicants will regularly use case management software (AbacusLaw), Microsoft Office, and various electronic databases. Applicants must be highly organized and be able to handle a heavy case load.

The Tennessee Department of Human Resources title for this position is Legal Assistant.

Interested candidates must submit a brief cover letter and resume to hcfa.ogc@tn.gov. Please provide a list of at least three references, who will not be contacted without the candidate's express permission.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.